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Report for Week Ending 7 August 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions:a. Tangible

- (1) Completed 19 actions requiring the printing of 131,200 copies or sets of blank forms. This represents a decrease of 19 actions with a decrease of 70,325 copies compared to last week.
- (2) Three new and 4 revised forms were approved. Two forms were made obsolete.
- (3) Developed tentative format for Cable Routing and Record Sheet which will result in the consolidation of Forms 51-17, 51-18, 51-19 and 51-23 into a single form bearing the number 860. The current forms are presently being used in total quantity of approximately 25,000 copies each month. Substantial savings should result from the requisitioning, printing and stocking of a single form rather than 4 forms.
- (4) Developed for the Office of Logistics form titled "Request for Disposition of Property in Warehouse". This form, when originally conceived in the Office of Logistics, was a form letter type of document utilizing a full standard size sheet. As a result of redesign into a form type format, the paper savings will amount to 50% since it will be printed on $\frac{1}{2}$ size sheet.

b. Intangible

- (1) The Biographic Profile (Part 1), Form No. 1200, used on the IBM Electric Typewriter with electronic tabulation, is being taken to [] today.

This form has the vertical lines printed in conductive ink which eliminates the need for setting tab on the typewriter. Tests were made in aligning the form to fit the typewriter by use of an electrographic marking pencil. Also tests were made by the [] on the use of the new conductive ink used on this form. Samples of run-off copies of this ink were submitted to OP/SS [] for testing on the Ozalid machine. The results of the test were very satisfactory. Also brought to the attention of OP/SS that the trouble they were having with the Ozalid machine was due in most part to their leaving sensitized Ozalid paper out in the daylight instead of enclosing it in special wrapping paper. This resulted in partly exposing their paper prior to inserting it in the Ozalid machine. Steps are being taken to clear up this matter. *This increased production from 6-8 ft. per min. to 17 ft. per min.*

[] OP/SS has requested to go to the plant with me to approve the final typed copy, and also to get more instructions on the Ozalid machine.

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- (2) Effected the withdrawal of Suggestion #2868 by Suggesters. This suggestion proposed that offset be substituted for ditto and/or carbon record copies initially [redacted] subsequently in all field information reporting systems.
- (3) Disapproved Employee Suggestion #3136 which proposed that Forms 1152 and 540 be combined to speed processing of personnel action requests and PCS Travel Orders.
- (4) Advised Stock Control that their "D" listing of forms used overseas included 24 that were for use only at Headquarters. The list has been sent to them to make the necessary corrections.

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3. News

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- (1) [redacted] started a two weeks leave.
- (2) I recently became a member of the Toastmasters Club, a semi-official Agency group dedicated to the improvement of our public speaking abilities. Anyone interested in this field is encouraged to join. The Club meets in Curie Hall, every Tuesday at 1200. Details are available on request.

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from
PROJECTS STAFF

1. Contributions

a. Evaluated the following employee suggestions:

3030 - Recommended further testing of the self-inking
"Everprint" stamp. []

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2975 - Recommended interdepartmental evaluation of a standard
form for referring correspondence to other agencies.
[]

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b. Completed Subject-Numeric File installations and training of
files personnel in the Casualty Affairs Branch, OP [],
and in the Nuclear Energy Division, OSI. []

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2. Assignments - (Active)

a. Files Installations

OSI - Project started in ELINT Staff. []

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OP - Reviewing material in the Insurance and Casualty Division,
preparatory to developing subject index. []

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b. Pamphlet, "So You Have A Space Problem" - Completed coordination
with CIA Classification Control Officer. Submitted copy to
Visual Aids. Requested that it be printed by 10 September.
[]

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c. Administrative Support Workload at Small Stations/Bases -
Contacted components regarding the status of their implementing
recommendations. Preparing tabulation of this for []
[] Drafted memorandum for DD/S signature explaining
purpose of the study and specifying follow-up measures Management
Staff would undertake with certain offices. On the basis of a
briefing by [] is considering transmitting
the study to at least a few DD/S components. []

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d. VM Microfilming - Filming in ORR is 50% complete and continuing.
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e. Reports Management Regulation and Handbook - Completed drafting
both issuances. Preparing memorandum for their submission to
ADD/S. []

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- f. VM Study, Personnel Records - Resumed fact gathering and development of tab material for staff paper. Office of Personnel has made several depositing changes. Propose to make a detailed review of the content of each record OP deposits before conferring with them on the final deposit schedule recommended. Will follow a similar procedure with other offices and compare all deposits for possible duplications that can be eliminated.

3. News

Contacted ONE to determine a possible solution to their collating problem. Statistics on their present operation are being gathered, preparatory to making a recommendation.

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Weekly Report

7 Aug 57

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1. Filing Equipment Review

Reviewed two requirements for filing equipment - 1 for one 4 dr Safe for DDP Component & the second for two 2 dr safes for the new DDC component. The two 4 dr safes are to be used by the two assistants to the DDC

2. IR Shelf File Project

one unit of Burrough's Shelf filing equipment rec'd. This unit will be assembled and records placed on it as soon as possible by Elsworth Croop.

3. BR Shelf File Project

The filing equipment and related furniture for BR was to have been delivered

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late and that our legal position relative to voiding the contract due to the delay probably would not be substantiated by the agency.

4. Portable Desk Tray Project.

Acquired a length of formed rubber which was tailored to fit the corners of the storage box. This appears to protect the furniture but presents problems relative to fitting the unit into safe drawers. The next step to be taken will involve researching the plastics field to determine the availability of a storage unit made of formed plastic.

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5. Finance Division, OK Shuffling Project

The initial contacts with

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Final Touchers. At this point it appears that 10 double faced units, seven shelves high may be agreed to. Should this test prove satisfactory an additional seven to ten units may be obtained to provide storage for the entire collection of vouchers maintained at Headquarters (excluding those maintained at the Records Center)

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from
RECORDS DISPOSITION BRANCH

1. Contributions:

- a. A request was received from [] IR for a copy of the "History of the Resources Production Board in World War II". Arrangements are being made with National Archives for the loan of the history. 25X1
- b. Project 6-81, Office of Logistics. Approval for the destruction of certain items on the Records Control Schedule for this office has been received from the National Archives and the Congress. The ARO/LO and the Records Center have been notified of this approval. Project is complete.
- c. The card files requested from SEC have been received by the Contact Division, OO.

2. Assignments: (Active)

a. Project 6-95 - Office of Personnel [] 25X1

Project has continued to the Personnel Assignment Division where a review of the records is being conducted. Indications are that this Division has not applied the Records Control Schedule to any great extent. This office has been asked to consider the desirability of installing and using the Agency Subject-Numeric Filing System for the Division Administrative File.

Installation of the Subject-Numeric Filing System for the Chief, Insurance and Casualty Division, was initiated yesterday by Mr. []

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Attached is a copy of the Progress Report submitted to [] Chief, Records and Services Division, from the project team, Project is 40% complete. 25X1

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b. Project 60-40 - Office of Central Reference [] 25X1

Form 115 is being drafted for the submission of items requiring legal authority for disposal to the National Archives. This request to Archives will include over 80 separate record items on the Records Control Schedules. In addition, several of these items will be coordinated with the Security Office, the Audit Staff and the State Department. Project is 99% complete.

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The Records Control Schedule has been revised as a result of an audit of the records management program for the Staff. Letter of transmittal has been prepared and ready for review and approval by the Records Management Staff. The audit revealed that the Sovmat Staff has, to a small degree, reduced its records holdings and brought the files up to a more current basis in compliance with the disposition instructions established for that office in 1954. Project is 85% complete.

d. Project 8-8 - Office of National Estimates []

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An audit of the records management program was begun. A survey and inventory of the file series has been completed from which a revised records control schedule will be prepared. Project is 30% complete.

During this inventory, I was informed that the Planning and Coordination Staff had some material to be disposed of and wanted someone to advise them. Upon checking over the PCS files, we decided that the material constituted the record copies of IAC files accumulated by the previous Secretariats and will be retired to the Records Center as such. Additional material also includes background and perhaps the official records of the Office for Intelligence Coordination which was abolished. These records will be prepared for retirement and designated as the OIC documentary files. A third series of records maintained by the PCS is a complete series of NSCID and DCID's. It appears to be the only complete set located since our records surveys have been initiated. These groups of records appear to be past histories in excellent condition and in no way related to the current operation of PCS. Since they contain many top secret documents the preparation for retirement will move slowly.

e. Project 8-9 - General Counsel []

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Met with [] to review the records management program in the Office of General Counsel. A survey of the records in the Office of the Chief was completed. The records in offices in Curie Hall and Quarters Eye remain to be inventoried. Project is 15% complete.

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3. Assignments; (Inactive)

a. Project 6-90 - Commercial Staff

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b. Project 6-101-RI/DDP

4. News

None

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